

NEVADA DEPARTMENT OF CORRECTIONS
PURCHASING DIVISION
5500 SNYDER AVE
CARSON CITY, NV 89701

SUBJECT: Amendment No. 2 to Solicitation No. 5103

DATE OF AMENDMENT: June 25, 2003

DATE OF SOLICITATION RELEASE: June 03, 2003

DATE AND TIME OF OPENING: **JULY 08, 2003 @ 2:00 PM**

AGENCY CONTACT: Lana McGaffin, NDOC Chief of Purchasing

The following shall be a part of Solicitation No. 5103 for *Inmate Canteen and Coffee Shop Merchandise Procurement*. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

1. Section 1 (Overview of Product) on Page 3 reads "Proposals will be evaluated as to (1) cost of products, (2) customer service and delivery, and (3) reports and invoicing. Will there be equal weight given to all three variables? If not, what percentage will be attached to each?

The Nevada Department of Corrections (NDOC) does not disclose the weighted percentages. The NDOC will award to vendors who provide the most value to our agency.

2. Category Bidding: The Goals & Objectives noted in the overview is vague as to the scope of your vendor solicitation. If a company is strongly interested in the "category bidding" versus a single vendor for all products for the State, how do we know when/if category bidding is acceptable and how the categories of products will be deleted?

It is the vendor's responsibility to bid on the classes or categories that they are able to provide. Class bidding will not automatically disqualify a vendor but the NDOC is interested in vendors who can supply the greatest number of items statewide vs. using many different vendors to supply items statewide.

3. Information received from the Procurement process: The information is a listing of products purchased by inmate stores statewide, but does not indicate if all of these products are to be included in the bid. Please clarify.

The successful vendor will carry a product line similar to what is now carried. The items do not have to be exact but they should be representative. The NDOC may want to add new products in the future and will want to drop slow selling items.

4. Pricing: There is no space for our pricing. What outline and structure is required?

The successful vendor will provide an order guide that shows the product line and all the requirements as listed in section 4.1 of the RFP.

5. As a Food and Personal Care vendor bidding on category 1 are we expected to supply every item under this category? If we can't are we eliminated from the proposal?

Refer to question #2.

6. In reference to Category 01 will there be individual awards per class or all classes must be filled out within category 01.

Refer to question #2

7. Page 7 Regional Warehouses - are the zip codes listed what we should use for our shipping calculation charges?

You should use the zip codes listed for the warehouses, institutions, rural camps and privatized facility for your shipping calculation charges.

Please refer to Section 7 – Vendor's pricing is for specified delivery and is F.O.B to all locations.

8. Page 8 (7th paragraph.) – would you like to see a separate bid package to submit, opportunity buys on items outside of our category? If yes, and it is to be attached to this proposal, please note how it should be done. If no, when can be done and in what type of format

Opportunity Buys are not a part of this Solicitation. Vendors may notify the NDOC by e-mail, mail, fax or telephone of Opportunity Buys.

9. Page 9 (4th paragraph) - Does 'order guide mean order form?

Yes.

10. Page 9 (paragraph 4.1) we understand that on the price and information list provided we should identify in a separate column our original cost of product and an additional column for the vendor profit or mark up percentage, which is to remain the same for duration of the award, but the cost column with approval of the regional manager, can be updated each quarter?

Yes.

11. Page 10 (paragraph category 04) please give an example to help us understand about the percentage.

If you currently have 100 items of stationary that you carry in stock, the NDOC wants you to list 25 of those items (25%) that are representative of your entire stock.

12. Page 12 (paragraph 4.3.6) is the customized order price/guide the same as order form?

Yes.

13. Page 12 (paragraph 4.3.7) does the warranty, in the case of Holiday greeting cards, mean that vendor is to be taking back holiday cards from warehouses after each holiday and issue a credit or replace the returns or this does not relate to holiday products?

In this case the warranty relates to defective products.

14. Page 14 (paragraph 5.3) in ref. to submitting more than one proposal, please explain how you wish to get your proposals in three copies or additional copies are for alternative pricing?

Section 5.3 of the RFP states that NDOC wants one original proposal marked "Master" and three identical copies of that proposal. Do NOT send in three different proposals.

15. Is the address for proposal the same as your address, 5500 Snyder Ave. Carson City, NV 89701?

Send your proposal exactly as noted in section 5.3.

16. Page 15 (paragraph 5.12) are there any other documents that we should receive from you in addition to what I have down loaded on line, marked Solicitation invitations to propose for Inmate Canteen and Coffee Shop Merchandise Procurement #5103?

Contact Gary Long for information as outlined in Section 4.1 of the RFP. This section outlines the information available and how to obtain it. .

17. Please give the e-mail address to look up all the questions and answers for future references.

The e-mail address for the contact for this RFP is listed in section 5.1. Answers are posted on the NDOC website.